



Smart Terminal

Reference Guide



Before Your Smart Terminal Arrives

1

Set Up Your GoDaddy Account

Review the welcome email in your inbox and click on “Get Started” to create your GoDaddy Merchant Portal Account.

2

Access Your GoDaddy Merchant Portal

Log in at poynt.godaddy.com to see your dashboard. Once your terminal arrives, you'll be able to see your real-time customer and transaction data.

3

Review Tutorials and Setup Information

Visit the Help Center to review helpful video tutorials and support articles.



Smart Terminal Setup and Activation

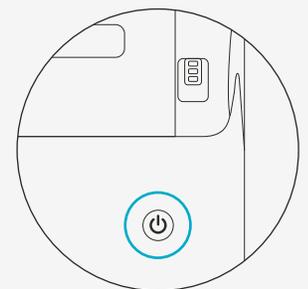


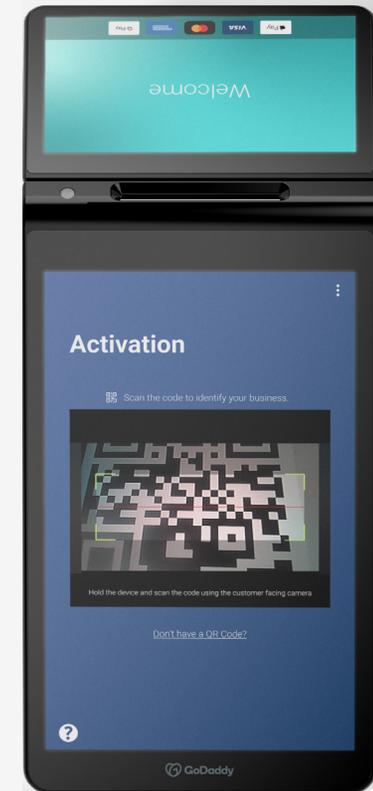
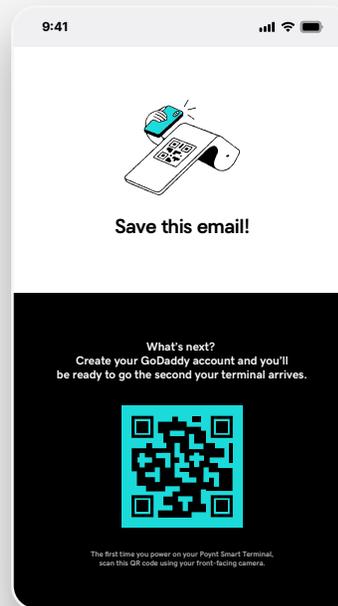
1 Positioning the Device

There are two screens - the bigger one should face you while the smaller one faces your customers. Make sure it's placed somewhere with strong, private WiFi (see next page for setup), or hook up the docking station to an Ethernet cable.

2 Power On

To power on your device, press and hold the power button on the back of the merchant screen for three seconds. When placing your terminal on the dock, make sure the bigger screen faces you, aligning the terminal with the charging pins. Your device will charge while on the dock. We recommend fully charging the device (approximately one hour) before initial use.





3

Connect

Your device will walk you through a few simple steps to connect to the Internet via WiFi. To connect using Ethernet instead, just plug your cord into the back of the dock. After that, your device will begin to update its software as required. This can take a few minutes. Allow the device to download, install, and reboot before getting started.

4

QR Code Scan

After powering on and connecting to WiFi/Ethernet, click the link and follow the on-screen directions for scanning a QR Code from your welcome email.

5

Activate

Now it's time to activate your Smart Terminal, which links your device to your GoDaddy account and your bank.

6

Load Paper

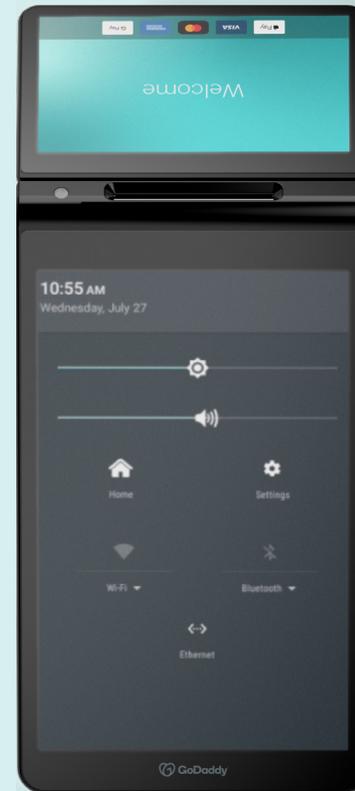
To load a fresh roll of receipt paper, lift the latch on the printer compartment and pull out. Unwrap the roll of paper, keep the roll taut, and insert as shown.

Now you're ready to start accepting payments!



How to Access the Swipe-down Menu

You can access the GoDaddy **Swipe-down Menu** by swiping down from the top of the screen. This also serves as the **Notification** tray where any notifications appear.



After swiping down once, you're able to see the status of various terminal components:

- Status of second screen (customer facing)
- Status of card reader

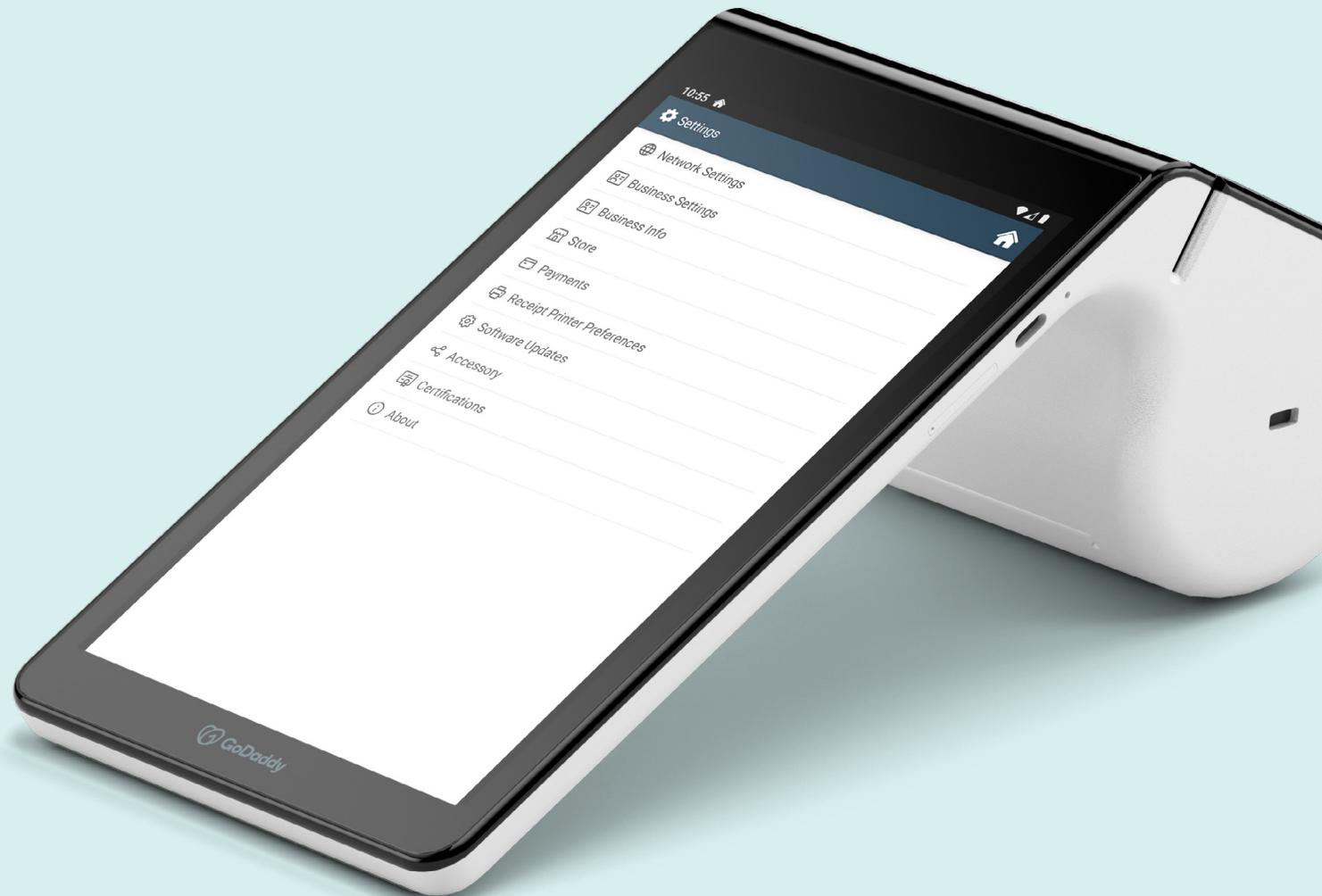


Swiping down again gives you access to terminal and business settings, and allows you to adjust the volume, brightness, and WiFi connection.

Settings

From the **Swipe-down Menu**, you can also tap the **Settings** button to access the following functions:

- Network settings
- Business settings
- Business info
- Store
- Payments
- Receipt printer preferences
- Software updates
- Accessory
- Certifications
- About



Apps

With **Apps**, you can customize your device to create a more efficient business operation. Many of them include a free trial, giving you the option to try them out before purchasing.

Under the **Browse Apps Tab**, you'll see the entire list of apps available for your device.

Support

For any assistance with the GoDaddy Poynt Smart Terminal device or how to use it, please reach out to our Merchant Success Team at 480-651-9727.



